



City of Hollister / VETERANS MEMORIAL BUILDING

649 San Benito Street, Hollister, CA 95023 / ☎ 831 630 5118 / 📠 831 638 1294

GENERAL USE CONDITIONS

To make a reservation, all users must file an application with the Hollister Recreation Division, at its offices in the Community Center (300 West Street), along with payment of the pertinent application fee and security deposit, and the following documents:

Insurance Coverage in the amount of \$1,000,000 naming the City of Hollister as an “Additional Insured”. Insurance coverage is also available from Hollister Recreation through the Monterey Bay Area Insurance Fund Tenant Liability Insurance Program (TULIP), with the following fees:

Attendance 1 to 51: \$ 111.00 / Attendance 51 to 500: \$ 156.00. *Quinceneras 1-500: \$304.00

The City reserves the right to require further protection for events whose nature demands it.

Event Security Contract: All events must have security paid by the permittee with a security firm approved by the City. There must be one security officer per every 100 guests or fraction. For events that include liquor, the ratio shall be one officer per every 75 guests. Quinceneras are required to have 1 guard for every 50 people in attendance. Likewise, if the backstage facilities are used, one additional security staff member will be required to police that area and to control the artists’ access door.

Permits and Licenses: The permittee should present all local, state and federal permits, licenses, and any other documents needed for the event at the time of signing the rental agreement.

Use of the Veterans’ Memorial Building is regulated by the **Operating Policies, Procedures and Regulations** approved by the City of Hollister Council. This document is available at the Veterans’ Memorial Building offices upon request. The following are some of its highlights:

Services provided by the City:

- Before the event, the staff will set up tables, chairs and equipment in the quantity and disposition predetermined by the rental agreement. City staff must approve any changes to the original plan.
- After the event, the staff will take down tables, chairs and equipment, clean floors, restrooms and lobbies, and vacuum carpeted areas.

Permittee’s responsibilities:

- After the event, the permittee will remove all personal items, decorations, tablecloths, equipment and materials brought in for the occasion. Permittee must place all refuse, packaging, and any other materials in the trash bin outside the building.
- All food service facilities should be cleaned and returned in the same condition as they were received.

Activities prohibited in the Veterans’ Memorial Building:

- Placing of decorations on walls or other non-designated areas and/or attaching decorations to tables with scotch or masking tape.
- Rearranging furniture without previous authorization from the staff.
- Drinking or eating in lobbies, restrooms, hallways, elevator, or staircases.
- Playing any music after 12:00 midnight.
- Smoking is prohibited throughout the building.

Before the event, the permittee shall have a walk with city staff through the facilities to be used, and sign his conformity as to the state of premises and equipment. This agreement shall be used during a

new walk after the event to determine if the building or equipment suffered any damages, or if there was any charges not included in the original contract. After that, the City will refund the Security Deposit (or portion thereof) within 30 working days after the event.

****Proof of Residency is Required on all Rentals****

RENTAL FEE SCHEDULE

The Total Rental Cost is calculated by adding the following items:

- ☐ **Non-refundable Application Fee:** **\$ 25**
- ☐ **Security Deposit** (Fully refundable if there are no additional charges and/or damages to facility or equipment.)
 - Single Room:** Conference, Kitchen, or Dining Room. **\$ 250**
 - Adult Events:** Main Hall or any Combination of Rooms **\$ 500**
 - Youth Events:** Main Hall or any Combination of Rooms **\$ 650**
 - Events where alcohol is served:** Any room **\$ 750**
- ☐ **Space Rental:** as per attached schedule.
- ☐ **Equipment Rental:** as per attached schedule.
- ☐ **Non-San Benito County residents have a 20% surcharge on all fees**

USER CATEGORIES/ 1-City, Veterans; 2-Meetings; 3- Private; 4-Fundraisers; 5-Commercial

FIRST FLOOR FACILITIES

Room	Cat.	Hourly rate (min. 3 hrs)	Rehearsal or Overtime	Day rate 8 am/4 pm	Evening rate 4 pm/12am	Full Day 8 am/12 am
MAIN HALL 144						
Dimensions:	1	N/C	N/C	N/C	N/C	N/C
80' x 90' = 7840 sq ft	2	\$ 100/hr.	\$ 50/ hr.	\$ 400	\$ 500	\$ 800
Occupancy:	3	\$ 130/ hr.	\$ 65/ hr.	\$ 520	\$ 650	\$ 1040
Open Floor 1100	4	\$ 160/ hr.	\$ 80/ hr.	\$ 640	\$ 700	\$ 1280
Assembly 800	5	\$ 190/ hr.	\$ 95/ hr.	\$ 760	\$ 850	\$ 1520
Dinner-Dance 500						
DINING ROOM 132						
Dimensions:	1	N/C	N/C	N/C	N/C	N/C
47' x 28'= 1230 sq ft	2	\$ 25/ hr.	\$ 25/ hr.	\$ 100	\$ 125	\$ 200
Occupancy:	3	\$ 32/ hr.	\$ 32/ hr.	\$ 130	\$ 160	\$ 260
Assembly 80	4	\$ 40/ hr.	\$ 40/ hr.	\$ 160	\$ 200	\$ 320
Banquet 80	5	\$ 50/ hr.	\$ 50/ hr.	\$ 200	\$ 250	\$ 400
COMBO 144/132	This Combo package also includes use of the Food & Beverage Facilities					
Area: 10,000 sq ft	1	N/C	N/C	N/C	N/C	N/C
Occupancy:	2	\$ 125/ hr.	\$ 60/ hr.	\$ 500	\$ 625	\$ 1000
Open Floor 1200	3	\$ 160/ hr.	\$ 80/ hr.	\$ 650	\$ 800	\$ 1300
Assembly 1000	4	\$ 200/ hr.	\$ 100/ hr.	\$ 800	\$ 900	\$ 1600
Banquet 600	5	\$ 240/ hr.	\$ 120/ hr.	\$ 950	\$ 1100	\$ 1900
Dinner-Dance 500						
Meeting Room 105						
Area: 680 sq ft	1	N/C	N/C	N/C	N/C	N/C
Occupancy: 40	2	\$ 15/ hr.	\$ 15/ hr.	\$ 60	\$ 75	\$ 120
	3	\$ 20/ hr.	\$ 20/ hr.	\$ 80	\$ 100	\$ 160
	4	\$ 25/ hr.	\$ 25/ hr.	\$ 100	\$ 125	\$ 200
	5	\$ 30/ hr.	\$ 30/ hr.	\$ 120	\$ 150	\$ 240
Additional Rooms		Conference Room 105	Lounge Rooms (per event) Men's 142 Women's 101	Add Kitchen* (per event)	Kitchen only* (min. 4 hrs)	
These Rooms can be added to your Main	1	N/C	N/C	N/C	N/C	N/C
	2	\$ 40	\$ 20	\$ 20	\$ 50	\$ 30 hourly

Hall or Dining Room Rental	3	\$ 55	\$ 25	\$ 25	\$ 65	\$ 30 hourly
	4	\$ 65	\$ 35	\$ 35	\$ 80	\$ 30 hourly
	5	\$ 80	\$ 40	\$ 40	\$ 100	\$ 30 hourly
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SECOND FLOOR FACILITIES

ROOMS 204 or 218	Cat.	Hourly rate (min. 2 hrs)	Rehearsal / OT (per hour)	Day rate 8 am/4 pm	Evening rate 4 pm/12am	Full Day 8 am/12 am
Dimensions: Approx. 28' x 44' 1230 sq ft Occupancy: Assembly 82 Classroom 82	1	N/C	N/C	N/C	N/C	N/C
	2	\$ 25	\$ 25	\$ 100	\$ 125	\$ 200
	3	\$ 32	\$ 32	\$ 130	\$ 160	\$ 260
	4	\$ 40	\$ 40	\$ 160	\$ 200	\$ 320
	5	\$ 50	\$ 50	\$ 200	\$ 250	\$ 400
ROOM 204A or 218A						
Dimensions: Aprox. 28 x 23' 660 sq ft Occupancy: Assembly 46 Classroom 46	1	N/C	N/C	N/C	N/C	N/C
	2	\$ 15	\$ 15	\$ 60	\$ 75	\$ 120
	3	\$ 20	\$ 20	\$ 80	\$ 100	\$ 160
	4	\$ 25	\$ 25	\$ 100	\$ 125	\$ 200
	5	\$ 30	\$ 30	\$ 120	\$ 150	\$ 240
ROOM 204B or 218B						
Dimensions: Approx. 28' X 20' 570 sq ft Occupancy: Assembly 36 Classroom 36	1	N/C	N/C	N/C	N/C	N/C
	2	\$ 12	\$ 12	\$ 50	\$ 60	\$ 100
	3	\$ 15	\$ 15	\$ 60	\$ 75	\$ 120
	4	\$ 20	\$ 20	\$ 80	\$ 100	\$ 160
	5	\$ 25	\$ 25	\$ 100	\$ 125	\$ 200
2ND FLOOR	Cat.	Hourly rate (min. 2 hrs)	Rehearsal / OT (per hour)	Day rate 8 am/4 pm	Evening rate 4 pm/12am	Full Day 8 am/12 am
Include Rooms 204, 218, Lunch Room and Reception Area Occupancy: Dinner 150	1	N/C	N/C	N/C	N/C	N/C
	2	\$ 54	\$ 54	\$ 220	\$ 270	\$ 440
	3	\$ 70	\$ 70	\$ 280	\$ 350	\$ 560
	4	\$ 90	\$ 90	\$ 360	\$ 450	\$ 720
	5	\$ 110	\$ 110	\$ 450	\$ 550	\$ 850
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EQUIPMENT RENTALS

Item	Avail	Day Rate	Item	Avail	Day Rate
Tables			Chairs	1200	\$ 0.50
Square table 30"x 30"	10	\$ 1.50	Easels	10	\$ 1.00
Rectangular 6'x 30"	10	\$ 1.75	Lecterns	5	\$10.00
Rectangular 8'x 30"	60	\$ 2.00	Keg Dispenser		\$20.00
Round 6'	50	\$ 3.00	Baby Grand Piano	1	\$ 25.00
Classroom 6' x 18"	30	\$ 1.50	(Piano tuning by renter)		

Rental Equipment is intended for exclusive use in the Veterans Memorial Building, and will not be allowed to leave the premises.

